

**OFFICE OF INSPECTOR GENERAL
U.S. HOUSE OF REPRESENTATIVES**

VACANCY ANNOUNCEMENT

Position: Deputy Inspector General
Salary: \$147,423 – \$156,402 (HS-15)
Area of Consideration: All Sources
OPENING DATE: May 26, 2006
CLOSING DATE: June 26, 2006

Announcement Number: IG-06-03
Location: Washington, DC
FLSA Category: Exempt

Job Summary: Incumbent serves as Deputy Inspector General with full authority to act as the Inspector General in his/her absence.

Major Duties: An accomplished audit professional to direct the audit function for the U.S. House of Representatives. Works closely with Inspector General in directing the mission and functions of the Office of Inspector General to 1) ascertain the need for, formulate, and recommend policy, plans, and programs for audits; 2) conduct periodic audits of the financial and administrative functions of the House and joint entities; 3) provide leadership and coordination and recommend policies for activities designed to promote economy, efficiency, and effectiveness in the administration of such programs and to prevent and detect fraud and abuse in such programs and operations; and 4) provide a means for keeping the Speaker, the Majority Leader, the Minority Leader, and the Chairman and Ranking Member of the Committee on House Administration fully and currently informed about problems and deficiencies relating to the administration of such programs and operations, and the necessity for corrective actions.

General Requirements: Extensive experience and knowledge of: auditing, internal controls, management techniques, financial management activities, and support services activities, such as: space planning, furniture, equipment, etc. Must have skill and past record of (i) establishing and maintaining effective working relationships within one's office and with high ranking officials, and (ii) effective oral and written communications. An undergraduate degree and 24 credit hours of accounting are required; a graduate degree in accounting or management, and/or a CPA, CIA, or CISA certification is preferred. Investigative and/or legal experience is desirable. Must be serving in a GS-15 or equivalent level, if currently employed by a U.S. government agency.

Supervisory Controls: Incumbent reports to the Inspector General.

Security Clearance: The selectee will be required to undergo a background investigation for a Top Secret Clearance if he/she does not already possess one. Continued employment is contingent upon the selectee being granted the clearance.

QUALIFICATION REQUIREMENTS:

Applications submitted without a separate statement, which specifically addresses each of the following managerial/Executive Core Qualifications and each of the technical qualification requirements, will not be considered.

1. Ability to develop and implement an organizational vision that addresses program goals, priorities, values and other factors while balancing continuity of operations within an ever-changing environment.
2. Ability to communicate effectively both orally and in writing to promote positive change and organizational improvement
3. Demonstrated expert ability in accounting, auditing, financial analysis, management analysis, public administration, and/or investigations, and/or law.

QUALIFICATION REQUIREMENTS (cont'd):

4. Knowledge of sufficient scope and depth necessary to administer a program for conducting audits of federal government financial activities, including operations, budgeting and procurement; and other government activities to include human capital management and information security.

EVALUATION METHOD:

You will be evaluated on the basis of the quality and extent of your total accomplishments, experience and education.

In addition to your narrative statement addressing the Executive Core Qualifications and any technical qualifications, submit a resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job related qualifications. Whichever you submit, you must include the following information in order to receive full consideration for this position.

- Vacancy announcement number
- Full name, mailing address, and day and evening telephone numbers
- Social Security Number
- Educational information, including name, city and state of all colleges or universities you attended, as well as the type and year of degrees received.
- Information about your paid and non-paid work experience related to this position, including:
 - Job Title (series, and grade if a Federal job)
 - Duties and accomplishments
 - Employer's name and address
 - Supervisor's name and phone number
 - Starting and ending dates of employment
 - Salary
 - Indicate if we may contact your current supervisor
 - Information about honors, awards, and special accomplishments

To receive full consideration, the above documentation must be received via one of the methods below by the closing date of this announcement.

SUBMIT RESUME FOR CONSIDERATION IN ONE OF THE FOLLOWING MANNERS ONLY:

FAX: (202) 225-4240

Email: HouseIG@mail.house.gov

Hand Deliver to: 400 D. Street SW (Ford House Office Building)¹
Room 386
Washington, DC 20515-9990

Point of Contact: Susan Kozubski (202) 226-1250

DO NOT MAIL resumes. External mail, even when sent through UPS, DHL, and other couriers or overnight delivery services is delayed due to security screening.

¹ Across from the Federal Center SW Metro Station (Blue & Orange Lines)